



SYED MUSHRAF. A

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PROFILE

- Detail-oriented and versatile professional with a strong background in administrative support, typing, and accounting functions, combined with academic expertise in Human Resource Management (MBA – HR). Proven ability to manage office operations, handle confidential documentation, and support finance and HR departments efficiently. Known for excellent organizational skills, accuracy, and commitment to meeting deadlines in fast-paced environments.

CAREER FOCUS

- Aspiring to secure a challenging position in a dynamic UAE-based organization where I can leverage my administrative, accounts, and HR knowledge to contribute to organizational growth. Seeking opportunities to develop professionally within a supportive environment, while adding value through my multi-functional skills and dedication to excellence.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. I seek challenging opportunities where I can fully use my skills for the success of the organization.

KEY SKILLS

- Multilingual typing (Arabic, English, Tamil)
- MS Office
- Sigma Software
- Shop keeper software
- Editing skills (company's advertisement posts and videos)
- Documentation
- Confidentiality
- Technical Skills (Computer Applications)
- Able to communicate in english & Arabic

EDUCATION

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| • Bharathidhasan University
MBA (Human Resource) | 2024 |
| • Bharathidhasan University
B.com | 2022 |
| • Athayi Arabic College
Aalim (Arabic Course) | 2022 |
| • Trees Academy, Cumbum, TN
Tally ERP 9 | 2022 |

EXPERIENCE

- **Anjuman Arivagam, Thanjavur - India** June 2022 - June 2024
System Operator, Accountant
I operate a System in my office, Mostly MS Office work and my company's Full main Authority was saved by my system. So I'm operating carefully, preparing reports and Submitting them Immediately.
- **MASS Furnitures and Decors - India** Aug 2024 - March 2025
Admin, Accountant
I worked on Sigma and shopkeeper software. and I worked on Admin, maintenance, billing, purchase entry, sales Entry, company's full Data Entry, GST calculations, uploading bills, and shop accounts in this software.

LANGUAGES

- English - Read, Write & Speak
- Arabic - Read & Write with Typing knowledge and Able to speak
- Tamil - Native

POSITIVE ASPECTS

- Positive minded, Punctual & Hard worker.
- Self - Motivated, and challenge oriented.
- Enjoy working under pressure with focused activity, both in team and independently
- Good at creation, scheduling and presentation of reports.
- Good communication and Co - Ordination skills
- Team player

PERSONAL DETAILS

- Date of Birth : 10/06/2002
- Marital Status : Single
- Nationality : Indian
- Passport : Y7268432 (Aug 2033)
- Gender : Male